

## My Employability Mindset: a reflection tool

**Phase 1** Reflect on each of the following statements. Use a scale of 1-10 to say how often the statement is true of you and your thinking about your own career. Think as you are currently, rather than as you would like to be. Be honest with yourself. Grade the statement 1 if you never think like that and 10 if you consistently think in line with that statement.

**I am willing to try something new.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**I believe I can develop my abilities if I work at it.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**I know what I am trying to achieve.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**I always try to achieve my goal.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**If something is difficult I will persevere.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**I tend to see setbacks as positive and find a solution.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**I enjoy the challenge of the unexpected.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**I always see the opportunities in a situation.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**If I don't know how to do something I explore until I do.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**I have a network of people with a similar outlook who help and support me.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**I know what help is available to me and how to access it.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**I believe my future is in my hands.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**I believe I can create my own opportunities.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**I have thought about how I make decisions.**

Never      1      2      3      4      5      6      7      8      9      10      Always

**I have confidence in the decisions I make.**

Never      1      2      3      4      5      6      7      8      9      10      Always

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**Phase 2** Look back at the statements above and look at those you have given a lower rating. Think about whether your current ranking is as helpful to you as it could be and how you could gain from moving it closer to “Always” or 10.

Select three of these that you would like to move closer to “Always” or 10 and write them in the left hand column.

Based on the discussion in the groups identify one or two steps you could take to change this attitude.

Statement	What is holding me back?	What action can I take and when?

Remember that the Swansea Employability Academy offers a range of services to support you in developing your employability. To find out more go to our home page at <https://myuni.swansea.ac.uk/sea/>.